



COMMONWEALTH of VIRGINIA

Virginia Information Technologies Agency

110 South 7th Street
Richmond, Virginia 23219
(804) 371-5000

Lemuel C. Stewart, Jr.
CIO of the Commonwealth
Email: cio@vita.virginia.gov

TDD VOICE -TEL. NO.
711

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To: Agency Telecommunications Services Billing Contacts

From: David S. Boykin
VITA Billing Manager

Subject: Year-end Billing for Telecommunications

As we have in past years, VITA plans to issue the June telecommunications bill in late July. Several agencies have expressed an interest in paying this bill using FY 2006 funds. If you would like to pay an estimated amount for this service in June, you may do so by following the process listed below.

***State agencies:** please use transaction code 140; agency 136; fund 0600; revenue source code 03007. In the invoice number field please put 'T' followed by your customer number. For instance, customer 0136000 should put invoice number T0136000.*

For other customers and state agencies that pay by check or EDI, please identify your payment using this same convention for the invoice number listed above.

Please be aware that you will still receive a normal June bill in July. It will not show any advance payment that you may have made. Therefore, you will need to reduce your actual payment by any amounts paid in June.

If you have any questions, please contact the VITA Billing Office at (804) 225-4311 at billing@vita.virginia.gov.